

HARYANA GOVERNMENT

SOCIAL WELFARE DEPARTMENT

The 23rd August, 1971

No. 3186-SW-3-71.—These rules shall be called "The Haryana Old Age Pension Rules" and shall be applicable throughout the State of Haryana. These rules shall come into operation, from the date of publication.

Aim

2. The aim of these rules is to provide social security by way of grant of financial assistance to destitute old and disabled persons who are without any means of subsistence and no body in a position to support them in the evening of their lives.

Eligibility

3. The following categories of persons shall be entitled to this pension :—

(i) Persons who are of the age of 65 or above in the case of men and 60 or above in the case of women and have no means of subsistence and none in a position to support them, provided that in either case they are domiciled and have resided in the Haryana State for more than 3 years at the time of making an application and provided further that a person shall be termed as destitute if all the relatives, i.e., son, son's son, husband/wife are not in a position to support them ;

(ii) Where both wife and husband are destitutes according to the definition, each one of them shall be eligible for assistance ;

(iii) Professional beggars and medicants shall not be considered to be destitute but persons who are not actually beggars but get occasional assistance from some other people may be allowed pension, if they, otherwise, are eligible and the sanctioning authority is satisfied that they are really destitute.

Note.—Persons who have adult sons/son's son(s) shall be termed as destitute for this purpose if the monthly income of such earning hands falls within the following limits :—

(a) An unmarried persons having a monthly income not exceeding Rs 50.

(b) a married person with no child having a monthly income not exceeding Rs 90.

(c) a further allowance of Rs 25 per mensem per child being allowed subject to a maximum income of Rs 150 per mensem per family ;

(d) The cases of the persons who have monthly income exceeding Rs 150 per mensem but who have to shoulder responsibilities of higher education of their own dependents shall be decided on merit of each case with Minister-in-charge.

Note.—(ii) a widow shall be deemed a destitute even if she has an earning brother ;

(iii) Step son(s) shall not be considered a son for the purpose of grant of this pension ;

(iv) applicants having an income not exceeding Rs 15 per mensem from any source including income from the property owned by them shall also be termed as destitute for the purpose of grant of this pension.

Making of application

4. Applications for Old Age Pension shall be submitted in form "OAP—1" by intending applicants to the Deputy Commissioner, or the Sub-Divisional Officer (Civil) or the Tehsildar, or the Block Development Officer and Panchayat Officer of the area in which the applicant resides. The requisite application forms shall be obtainable free of charge from any of the afore-mentioned authorities or the office of the Director, Social Welfare in the Old Age Pension Branch.

Verification

5. (i) It shall be the duty of the authorities mentioned in para 4 above to carry out detailed enquiries into the financial position of the applicant and into other particulars given in the application form, as defined in para 2 above and the age of the applicant shall be checked with great care. In cases where the age of any applicant is near the border line, it shall be the responsibility of the recommending authority to obtain a report from a medical officer not below the rank of an Assistant Surgeon so as to ensure that no one below the prescribed age is recommended for this benefit. In cases where a particular applicant owns property, i.e., house or land, area of the land owned and

size of the house and probable income derived the reform shall also be checked more closely and indicated while forwarding the applications to the sanctioning authority for final orders.

(ii) In the cases of disabled persons, relaxation in age may be permitted to the extent of 10 years than the prescribed age limit. But it shall be obligatory to obtain considered medical opinion from an officer not below the rank of an Assistant Surgeon who shall clearly indicate the nature of disability and whether the same is of permanent nature or temporary. Relaxation in age shall be admissible in the case of permanent disability only.

6. The Director, Social Welfare shall be the sanctioning authority who shall pass orders on each case on the basis of the recommending authority and/or spot verification conducted by the departmental Investigator or other official specifically deputed for this purpose. The decision of the Director, Social Welfare shall be final. The orders passed on each case shall be communicated to the applicant, the Accountant-General, Haryana, the State Finance Department and the Local recommending authority.

Powers of
sanction
Pension

7. (i) The sanctioning authority shall have the right to stop payment of pension, if at any stage, it is found that it was sanctioned on a mistaken ground or false information or the conditions for which the pension was granted no longer exist. If a grantee resorted to professional begging, pension shall be forfeited.

Stopping of
pension

(ii) Pension shall cease to be payable on the death of a pensioner and if the grantee dies before receiving pension for a particular period, the same shall lapse.

(iii) Further good conduct is an implied condition to the payment of a pension. The sanctioning authority shall have the right of withholding or suspending payment of a pension if the pensioner be convicted of crime involving moral turpitude.

(iv) In case pension is sanctioned on the basis of wrong information given by the applicant, in his application form, the amount given would be recovered as arrears of land revenue. In case of deliberate wrong information prosecutions will be launched.

8. It shall be obligatory on a pensioner to intimate any change of address to the Director, Social Welfare in Old Age Pension Branch. Persons shifting to place outside the Haryana State for a period exceeding three months shall not be eligible for this benefit. But in case involving real hardship, the sanctioning authority may permit payment of pension to such a person for a longer period if he is satisfied that the shifting of the pensioner was absolutely essential. In no case, however, pension shall be payable if a pensioner prolongs his/her stay outside Haryana for a period of exceeding one year.

Change of
address

9. The cases of pensioner shall be subjected to periodical check up by the Investigator or any other officer/official specifically deputed for this purpose.

Periodical
check up

10. Pension shall be payable by money order without deduction of money order commission, the cost which shall be borne by Government. In exceptional cases involving real hardship, the sanctioning authority shall have the option to make payment of pension in cash provided he is satisfied that a particular person is the right payee.

Mode of
payment

11. Payment of pension shall be made every quarter in the last month of the quarter to which it pertains. Government may, however, at its discretion order payment of pension at such a shorter interval as may be deemed necessary.

PART II—Accounting Procedure

The following paragraphs shall regulate the accounting procedure in respect of the Old Age Pension Rules.

13. On receipt of an application in the prescribed form, it shall be recorded in the receipt register (Form-2) maintained in the office of the Director, Social Welfare in the Old Age Pension Branch. Every applicant will be issued an acknowledgement card indicating the registration number of his/her application for all future correspondence.

Registration
of appli-
cations

14. Pensions shall be sanctioned for the financial year during which these are granted and shall be subject to renew from year to year. The details of the pensioners shall be maintained in form OAP-3.

15. Pension shall become payable from the first of the month in which it is sanctioned. The rate of pension shall be Rs 25 per mensem per head or such other rate as may be decided by Government from time to time.

16. Pension under this scheme shall not be liable to attachment under any court of law.

17. Record of all the payments of pensions shall be maintained in the personal Ledger Register in form OAP-4 and each pensioner shall be allocated a separate page and Account No. in the Ledger which shall be maintained District wise.

18. Every money order form shall be stamped prominently with the words "HARYANA, OLD AGE PENSION" similarly the money order acknowledgements shall be stamped with the word "HARYANA OLD AGE PENSION" for THE QUARTER ENDING period to which the payment relates being filled in manuscript at the time of issuing the money order. It shall be particularly borne in mind that before the money order is issued that correct name with parentage/husband age and complete address of the payee is given. A responsible officer/official nominated by the Director, Social Welfare shall sign the money order and initial the entries in the Personal Ledger Account Register, after carefully comparing the concerned documents. The postal authorities are requested to issue instructions to the postmen charged with this task to disburse the amount of money order in regard to "HARYANA OLD AGE PENSION" to the actual payee only and to none else, in the presence of a literate person who shall witness the payment and shall also record a certificate of identification. As most of the payee are likely to be illiterate, the thumb-impression of the payee shall be obtained in the money order form in the presence of a literate person whose signature should also appear on the receipt.

Note.—In case where a pensioner due to loss of fingers cannot sign or put his/her thumb impression on the money order form acknowledgement payment shall be made by the Post Office in accordance with postal Department Rules,—vide G.O. No. 393(P XXXVI-B-22(P)-1957, dated 3rd June, 1960".

19. No payment shall be made for the next quarter unless the money order acknowledgement has been received for the previous quarter, and a note to that effect recorded in the appropriate column of the Personal Ledger Account or till a satisfactory proof is available that the money has been correctly paid to the right pensioner for the last quarter.

20. Every quarter the Personal Ledger Account shall be examined and those pension which have remained un-paid shall be enquired into. Payee acknowledgements shall be watched in the Old Age Pension Branch and on receipt shall be serially arranged districtwise and entered in the appropriate column of the Personal Ledger Account and stamped as "CANCELLED". If the payee acknowledgement is delayed for more than 45 days from the date of issue of the money order or if a complaint is received regarding non-payment, the sanctioning authority shall forth-with make necessary enquiries from the Postal Authorities. Payee acknowledgement shall be recorded and kept under lock and key in the Old Age Pension Branch for a period of two years or till the Accountant have been audited, whichever, is later.

Handling of
Cash

21. With a view to avoiding the handling of huge cash, payments to the postal authorities shall be made, as far as possible through bank drafts issued in favour of postal Department.

Un-disbursed
Money
orders

22. The most important feature of this scheme is the proper watch and maintenance of account of money orders which are returned by the Postal authorities as undisbursed. Casualty rate amongst the pensioners shall be very high. It is, therefore, most important to ensure that the money order is not disbursed to any other person except the payee himself/herself and wherever the postman finds that the pensioner had died or is reported to be not available, it shall be the duty of the postal authorities to return the money order immediately to the Deputy Director (Old Age Pension) or any other officer the Government may appoint. All the undisbursed money orders shall be received by the Deputy Director (Old Age Pension) himself/herself or in his/her absence by the next lower authority and a proper record of such amounts kept in a separate register in Form OAP-5. Each entry in this register shall be initialised by the receiving officer/officials.

23. The amounts which are received back as undisbursed shall be taken on the cash book and the entire amount thus received shall be refundable by the short drawal from subsequent pension bill.

24. The Director, Social Welfare shall be in overall charges of the Haryana Old Age Pension Scheme and necessary instructions in regards to its proper enforcement and accounting procedure shall be issued by him from time to time. He will be assisted by the Deputy Director (Old Age Pension) who shall perform the functions of Drawing and Disbursing Officer and will be responsible to advise him on all matters relating to this scheme.

25. The expenditure on the administration of the Old Age Pension Scheme including the cost of money order form and money order commission shall be debitable to the head "39—Miscellaneous—Social and Developmental Organisation—E—Miscellaneous—E(ii)—Social Welfare Directorate—Old Age Pension Scheme" and the amount of pension shall be chargeable to the head "65—Pension and other retirement benefits—Pensions under social security Scheme".

D. D. SHARMA,
Secretary to Government, Haryana,
Social Welfare Department.

बृद्ध धवस्या पेंशन के लिए आवेदन-पत्र

फार्म ओ. ए. पी. 1

1. आवेदक का नाम
2. आयु
3. शिनाखती चिन्ह
4. पिता/पति का नाम
5. क्या आप अनुसूचित जाति या पिछड़े वर्ग से सम्बन्ध रखते हैं, अगर जवाब हाँ में है, इसका विवरण दीजिये
6. स्थायी पता
7. वर्तमान पता
8. क्या पिता/पति जीवित हैं
9. पता, जहाँ आवेदक पिछले चार वर्ष के दौरान रहा है
10. आप अब तक किस प्रकार निर्वाह करते रहे हैं
11. आप स्थायी रूप से अंगहीन हैं या आंशिक रूप से रोग का नाम/किस्म जिस के कारण आप आजीविका कमाने के अयोग्य हो गए हैं। इस आशय का ऐसे चिकित्सा अफसर, जो सहायक सर्जन के पद से कम न हो, का प्रमाण पत्र संलग्न होना चाहिए।

12. आश्रितों का विवरण :—

क्रमांक	नाम	आयु	सम्बन्ध
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13. नाम, पता और आंशिक आय सहित कमाने वाले पुत्र, पोते/पति/पत्नी का विवरण

14. आवेदक की शैक्षिक योग्यताएं ;

15. कमाने योग्य होने से पहले आवेदक का व्यवसाय और मासिक आय _____
16. क्या सरकार से कोई पेंशन या उपदान या कोई अन्य सहायता प्राप्त कर रहे हैं ? _____
यदि कर रहे हैं तो रकम लिखिए _____
17. सम्पत्ति का विवरण :—
(क) चल (संगमग मूल्य लिखें) _____
(ख) अचल _____
(ग) डाक घर, बचत बैंक या बैंक में जमा राशि _____
(घ) सरकारी प्रतिभूतियों में लगा धन _____
(ङ) किसी अन्य साधन से आय _____
18. क्या आप विस्थापित व्यक्ति हैं। यदि हैं तो निम्नलिखित सूचना दीजिए _____
(क) क्या आपने कोई ऋण/अनुदान/वित्तीय सहायता प्राप्त की है ? यदि की है तो रकमों का उल्लेख कीजिए _____
(ख) क्या आपका सत्यापित क्लेम है। यदि है तो सत्यापित धन राशि और प्राप्त की गई प्रतिपूर्ति की निश्चित रकम लिखिए _____
19. आवेदक से भली भांति परिचित दो व्यक्तियों के नाम और पते जो उसके कथनों को प्रमाणित कर सकें—
1. _____
2. _____

दिनांक

आवेदक के हस्ताक्षर

घोषणा

श्री _____ का पुत्र/पत्नी _____

निवासी _____ तहसील _____

जिला _____ इस द्वारा सत्यनिष्ठा से घोषणा करती/करता हूँ कि उपरलिखित विवरण मेरे पूर्ण ज्ञान

तथा विश्वास अनुसार सत्य है और कोई भी बात गुप्त नहीं रखी गई है।

राजपत्रित अधिकारी द्वारा साक्षयांकित

आवेदक के हस्ताक्षर वा अंगूठे का निशान

सम्बन्धित जिला/उप-मंडल/तहसील/खण्ड के डिप्टी कमिश्नर/उप-मंडल मेजिस्ट्रेट/उप-मंडल अधिकारी/तहसील/खण्ड/विकास अधिकारी द्वारा सिफारिश।

पद संज्ञा सहित हस्ताक्षर

दिनांक

(मोहर)

FORM OAP-2

REGISTRATION REGISTER

Registration No.	Date of Receipt	Name of the applicant and fathers/husband's name	Full address	District	Whether aged or disabled	Recommending authority	Authority vide which sanctioned	Remarks
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FORM OAP-3

SCHEDULE OF PENSIONS SANCTIONED OLD AGE PENSION WITH EFFECT FROM

Serial No.	Application No.	Name with Father's/husband's name	Full address	Amount
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FORM OAP-4

PERSONAL LEDGER ACCOUNT

Application No. _____ Name of Pensioner _____ Father's Husband's name _____
 P.L.A. No. _____ Address _____
 Authority for _____

Payment _____
 If pension discontinued give reasons in Red ink _____ period for which sanction valid _____

PARTICULARS OF REMITTANCE

Period to which pension relates	Amount of pension remitted	M.O. receipt No.	Date	Initial of Accountant	Initial of Branch Incharge	Reference to acknowledgement of postal receipt from pensioner
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Rs P.

FORM OAP-5

UNDISBURSED MONEY ORDER REGISTER

504

Serial No.	Registration No.	Name of the Pensioner	Father's/Husband's name	P.L.A. No.	Name of month's for which M.O. received unpaid	Amount	Initial of Branch Incharge	Disposal of undelivered amount by short drawal repayment, etc.	Authority under whose orders the amount of unpaid M.O. disposed of	Reference to bill No. month by which short drawal is made	Remarks
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